

**VILLAGE OF LA GRANGE**

53 South La Grange Road  
La Grange, Illinois 60525

**APPLICATION FOR NEW BUSINESS LICENSE OR REGISTRATION**

**Applying for:** Business License: \_\_\_\_ Registration: \_\_\_\_ Multi-User Kitchen: \_\_\_\_

**SECTION A: INFORMATION REGARDING BUSINESS**

Business name: \_\_\_\_\_

D/B/A name: \_\_\_\_\_

La Grange address: \_\_\_\_\_

Business telephone: \_\_\_\_\_ E-Mail Address: \_\_\_\_\_

Anticipated La Grange opening date: \_\_\_\_\_

Hours of operation: \_\_\_\_\_

Type of entity: Corporation: \_\_\_\_ Partnership: \_\_\_\_ Proprietorship: \_\_\_\_

Other (specify): \_\_\_\_\_

Federal Tax ID #: \_\_\_\_\_

IL Retail Sales Tax # (must be registered at the La Grange business address listed above): \_\_\_\_\_

Length of time in business: \_\_\_\_\_

Owner or agent name and address: \_\_\_\_\_

Business owner telephone: \_\_\_\_\_ Cell phone: \_\_\_\_\_

Business owner email: \_\_\_\_\_

Local manager name and address: \_\_\_\_\_

Manager telephone: \_\_\_\_\_ Cell phone: \_\_\_\_\_

**Attach the following documents:**

- \_\_\_\_ Illinois Business Registration Certificate
- \_\_\_\_ Certified copy of Articles of Incorporation or Articles of Organization
- \_\_\_\_ Certified copy of Illinois Certificate of Good Standing
- \_\_\_\_ For Business Registrations Only: Copy of State of Illinois license(s) or certification(s) applicable to the business.

**SECTION B: INFORMATION REGARDING BUSINESS LOCATION  
AND ZONING**

Square footage of business premises: \_\_\_\_\_

If property is leased, complete the following:

Property owner name and address: \_\_\_\_\_

Property owner telephone: \_\_\_\_\_

Property owner email: \_\_\_\_\_

Rental rate: \_\_\_\_\_ per \_\_\_\_\_ (month/ square footage)

Lease expires: \_\_\_\_\_

Number of employees:

Total: \_\_\_\_\_ Full-time: \_\_\_\_\_ Part-time: \_\_\_\_\_

Number and types of company vehicles: \_\_\_\_\_

For Multi-User Kitchen applicants:

Max. number of people who will use the multi-user kitchen at one time: \_\_\_\_\_

Facility owner's La Grange Business ID#: \_\_\_\_\_

Attach copy of user agreement between the applicant and the facility owner.

Zoning district classification: \_\_\_\_\_

Identify the zoning use designation that you believe applies to the business:

The Village of La Grange Zoning Code, including lists and descriptions of the zoning districts and permitted and special use designations, is available at:  
<http://www.villageoflagrange.com/index.aspx?nid=94>.

A copy of the Village of La Grange Zoning Map is available at:  
<http://www.villageoflagrange.com/DocumentView.aspx?DID=176>

Attach a detailed floor plan and layout of the business premises.

**SECTION C: INFORMATION REGARDING BUSINESS OPERATIONS**

Provide a detailed description of the nature of the business. The description should include an explanation of all types of business, occupations, and activities to be conducted, including types of goods and/or services offered (attach additional pages if necessary):

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Identify which two types of goods or services will likely generate the most revenue:

1. \_\_\_\_\_
2. \_\_\_\_\_

**SECTION D: INFORMATION REGARDING OTHER BUSINESSES  
AND PREVIOUS APPLICATIONS**

List the addresses and applicable zoning classifications for any other locations of the business identified in this application. If there are more than five other locations of this business, identify the five nearest locations:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

List the name and address all other businesses that you own or operate (attach additional pages if necessary):

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_



4. \_\_\_\_\_

5. \_\_\_\_\_

Have you ever made a previous application to the Village of La Grange for a business license or registration, for the business described in this application or any other business?

Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, the application was: Approved \_\_\_\_\_ Denied \_\_\_\_\_

Describe the circumstances: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Have you ever made a previous application to another municipality for a business license or registration for the business described in this application or any other business?

Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, the application was: Approved \_\_\_\_\_ Denied \_\_\_\_\_

Describe the circumstances: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Have you ever had a business license revoked or suspended?

Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, describe the circumstances: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Have you ever been convicted of a felony or of any violation of any federal or State of Illinois or other state law or regulation?

Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, describe the circumstances: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Attach certified copies of Illinois Certificates of Good Standing for all other businesses owned or operated by the applicant.



**SECTION E: EMERGENCY INFORMATION AND SIGNATURES**

Name of Emergency Contact:

1st call name: \_\_\_\_\_ Telephone: \_\_\_\_\_

Title: \_\_\_\_\_

2d call name: \_\_\_\_\_ Telephone: \_\_\_\_\_

3d call name: \_\_\_\_\_ Telephone: \_\_\_\_\_

4th call name: \_\_\_\_\_ Telephone: \_\_\_\_\_

After hours telephone: \_\_\_\_\_

The undersigned, \_\_\_\_\_, (the "Applicant") is authorized to sign this document on behalf of the business identified in this application. The Applicant swears and affirms the he/she/they will not violate any code, ordinance, or regulation of the Village or the laws of the State of Illinois or the United States of America in the conduct of the place of business described in this application. The Applicant understands that any violation of any laws or ordinances applicable to the business, or violation of any condition placed on the issuance of any business license, may result in the suspension or revocation of the license or registration and imposition of other penalties as may be provided by law. The Applicant swears and affirms that the contents of this application are complete, true and correct to the best of his/her/their knowledge and belief.

Printed name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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**Submission of this form does not authorize you to begin business operations. You must obtain all applicable permits and licenses before beginning operations, including, but not limited to, building permits, certificate of occupancy, and liquor license, as applicable. Approval of a business license does not guarantee approval of any other permit or license.**

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\*\*\*\*\* THIS SECTION FOR STAFF USE ONLY \*\*\*\*\*

Business name: \_\_\_\_\_

Zoning district classification: \_\_\_\_\_

Permitted Use \_\_\_\_ Special Use \_\_\_\_ P.U.D. \_\_\_\_ Other: \_\_\_\_

Has there been an administrative use interpretation issued? Yes \_\_\_\_ No \_\_\_\_

If yes, the use is: \_\_\_\_\_

SIC/NAICS code: \_\_\_\_\_

Referred to the Village Board of Trustees: Yes \_\_\_\_ No \_\_\_\_

Zoning approval required: Yes \_\_\_\_ No \_\_\_\_

If yes, zoning approval was:

Approved \_\_\_\_ Denied \_\_\_\_ Approved subject to conditions \_\_\_\_

Conditions of approval (if applicable): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Denial comments (if applicable): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**FEES:**

Business License: \$ \_\_\_\_\_

Vending License: \$ \_\_\_\_\_

Amusement License: \$ \_\_\_\_\_

Tobacco License: \$ \_\_\_\_\_

**TOTAL FEES:** \$ \_\_\_\_\_

**Receipt No.** \_\_\_\_\_

Approved by:

\_\_\_\_\_

Community Development

Date: \_\_\_\_\_

\_\_\_\_\_

Village Manager

Date: \_\_\_\_\_

## CHAPTER 110: GENERAL BUSINESS LICENSING

### Section

#### *General Provisions*

- 110.01 Definitions
- 110.02 License or registration required
- 110.03 License and fee supplemental to others
- 110.04 Applications for new licenses or registrations
- 110.05 Applications for license renewals
- 110.06 License eligibility determination
- 110.07 License approval and issuance or denial
- 110.08 Appeal of denial
- 110.09 Form and signature
- 110.10 License conditions
- 110.11 Term and expiration
- 110.12 Suspension or revocation of license
- 110.13 Appeal of suspension or revocation
- 110.14 Regulatory inspections
- 110.15 Posting of license
- 110.16 Records
- 110.17 No attachment or assignment of license
- 110.18 Penalties
- 110.19 License fees
- 110.20 Schedule of fees

### **§ 110.01 DEFINITIONS.**

The following terms shall have the meanings ascribed to them for all purposes of this Chapter.

**LICENSE.** A privilege granted by the Village after the fulfillment of all conditions precedent that are expressly provided herein. Every license granted by the Village pursuant to this Chapter 110.01, and every renewal thereof, shall be purely a personal privilege, shall not constitute property, and shall not otherwise be construed in any manner to create any other right or interest to such license.

**OWNER.** Any individual, firm, association, partnership, corporation, trust, or any other legal entity having sufficient proprietary interest in any establishment to maintain and manage its operation.

**PERSON.** Any individual, firm, association, partnership, corporation, trust, or any other legal entity.

**LICENSE ELIGIBILITY DETERMINATION.** The review and determination of licensability made by the Village Manager in advance of the issuance of or renewal of any license.

**VILLAGE MANAGER.** The La Grange Village Manager or his or her designee.

(Ord. 0-02-06, passed 2-25-02)



**§ 110.02 LICENSE OR REGISTRATION REQUIRED.**

It shall be unlawful for any person to conduct, engage in, maintain, operate, carry on, or manage in any way any business or activity, or occupation, for any period of time and at any time, without first obtaining a license for the business, activity, or occupation, and paying the required fee. This license requirement shall not apply to the following businesses, activities, or occupations, which shall require only a registration:

accountants, architects, attorneys, barbers and cosmetologists, business schools, dentists, doctors, home day care operators, insurance brokers, land surveyors, lie detector operators, optometrists, pharmacists, physical therapists, podiatrists, professional engineers, psychologists, real estate brokers, shorthand reporters, social workers, structural engineers, veterinarians, water well contractors, and such others as are exempted by operation of State law.

The aforementioned occupations shall be required only to file a registration of their business or occupation with no fee being charged for the registration. Information provided on the registration shall be as provided in Section 110.04 of this Chapter.

The test to determine whether one or more than one business, activity, or occupation is being conducted shall depend on the formalities of ownership of the business, activity, or occupation. When a business, activity, or occupation operates a licensable activity at more than one location, a separate license shall be required for each location irrespective of ownership considerations. If all buildings containing the principal or accessory uses are connected or are located on the same lot or parcel, and are operated and managed by the same person or owner, and are an establishment with the same zoning code use classification, then the business, activity, or occupation shall require only one license. (Ord. 0-02-06, passed 2-25-02)

**§ 110.03 LICENSE AND FEE SUPPLEMENTAL TO OTHERS.**

The licenses and fees required by this Chapter 110 shall be in addition to any vehicle license, building permit, inspection fees, or any other licenses or fees that may be required by any other provision of this Code or any Village ordinance. (Ord. 0-02-06, passed 2-25-02)

**§ 110.04 APPLICATIONS FOR NEW LICENSES OR REGISTRATIONS.**

Each application for a license required by this Chapter shall be made in writing by the owner of the business, activity, or occupation to the Village Manager on a form provided by the Village for that purpose. All applicants may be required to swear to any statement made in, or in connection with, an application for the issuance of any license. A renewal application shall be required for the renewal of any license at its expiration. If at any time during the term of any license the information required by this Section changes in any significant way, such as but not limited to a change of address or the conviction of an applicant of a felony, then the applicant, within 20 days after the change of information, shall provide the updated or revised information to the Village Manager. Each application shall include the following information:

(A) *Names and general information.* In the case of an individual or individuals: the name, residential street address, and driver's license number of each applicant; in the case of a partnership or unincorporated association: the name, residential street address, and driver's license number of each partner or member thereof; in the case of a corporation: the name and residence street address of each of its principal officers, as well as the state of incorporation, the date qualified to do business in Illinois, and the name, street address, and driver's license number of its registered agent.

(B) *Business addresses.* The street address and description of the premises or place of business, activity, or occupation (or the proposed premises or place of business, activity, or occupation) that is to be operated under the requested license.

(C) *Character and description.* The character and general description of the business, activity, or occupation for which the license is requested.

(D) *Experience.* The length of time that the applicant has engaged in the business, activity, or occupation for which the license is requested.

(E) *Previous applications to Village.* Whether the applicant has made any previous applications to the Village for the purpose of engaging in the business, activity, or occupation for which the license is requested, and the disposition of those applications.

(F) *Previous applications to others.* Whether the applicant has made any previous applications to any other municipality or public entity for the purpose of engaging in the business, activity, or occupation for which the license is requested, and the disposition of those applications.

(G) *Revocation or suspension of any license.* Whether any other license from any public entity obtained by the applicant for the purpose of engaging in the business, activity, or occupation of that nature has ever been revoked or suspended for any reason by the entity that issued the license or by any other entity with jurisdiction.

(H) *Violations of law.* Whether the applicant has ever been convicted of a felony or of a violation of any Federal or State of Illinois or other state law or regulation.

(I) *Retail sales tax number.* The applicant's retail sales tax number.

(J) *Responsible person.* The name, address, and telephone number of a person to contact in case of an emergency.

(K) *Employee And Vehicle Numbers.* The number of employees and the number of vehicles employed in the business, activity, or occupation.

(L) *Other information.* Any other information that the Village Manager may reasonably prescribe.  
(Ord. 0-02-06, passed 2-25-02)

#### § 110.05 APPLICATIONS FOR LICENSE RENEWALS.

Each application for renewal of a license shall be made in writing by the owner to the Village Manager on a form provided by the Village for that purpose. All applicants may be required to swear to any statement made in, or in connection with, an application for renewal of any license. Each application for renewal of a license shall include any information that the Village Manager may reasonably prescribe. Such renewal application also shall include:

A. *Violations of law.* Whether the applicant's business, activity, or occupation has ever been cited for a violation of federal, State of Illinois, or local law during the term of the license sought to be renewed.

B. *Civil actions.* A list of all Civil actions brought against the business in the previous year for conduct related to the operation of the business. (Ord. 0-02-06, passed 2-25-02)



**§ 110.06 LICENSE ELIGIBILITY.**

After receipt of an application for any license or renewal of a license, the Village Manager shall determine whether the application and the subject business, activity, or occupation complies with all of the requirements of all applicable laws, ordinances, and regulations. If the license application, license eligibility determination, or any other information reasonably relied on by the Village Manager reveal any of the following circumstances, then the applicant shall not be eligible for a license or renewal of a license:

1. The licensee's intentional or careless misrepresentation of any material fact on any license application, or the existence of any false statement or information therein.
2. The noncompliance of the applicant, the building, the business, the activity, or the occupation for which a license or renewal of a license is sought, or the location of such building, business, activity, or occupation, with this Code or with any other Village code, ordinance, or regulation, including without limitation all building, health, fire safety, sanitary, and zoning regulations.
3. The noncompliance of the applicant with any applicable State of Illinois law or administrative regulation, including among other things the applicant's failure to obtain any necessary license, permit, retail sales tax number, or other approval from the State of Illinois.
4. The failure of the applicant at any time to provide to the appropriate Village officials convenient and reasonable access to the location of the subject business, activity, or occupation; or to provide other data or information that the Village Manager reasonably requires as part of the license eligibility determination.
5. The operation by the applicant of a business, activity, or occupation for any period of time in a previous year without a license, when the business, activity, or occupation was required to have a license. This circumstance shall be not to be grounds for denial of a license if, but only if, the applicant first pays all past due license fees and all fines and penalties.
6. The operation by the applicant of a business, activity, or occupation in a previous year in violation of any federal, State of Illinois, or local law or regulation, including without limitation the provisions of this Chapter.
7. The previous conviction of the applicant on a felony or any other crime of moral turpitude, or the unsuccessful defense by the applicant of a criminal or civil proceeding wherein he or she was charged with fraud, misrepresentation, or unscrupulous business practices. However, if the conviction or unsuccessful defense occurred more than four years prior to the date of application, and the Village Manager determines that the issuance of the requested license will not endanger the safety or welfare of the general public, then the Village Manager shall not disapprove the application solely on this ground.
8. The determination by the Village Manager that the business, activity, or occupation for which a license or license renewal is sought will pose an undue risk to the safety or welfare of the general public or will otherwise create a public nuisance.
9. The violation by the applicant of any condition imposed on the license or licensee by, or pursuant to, this Chapter.

And, in the case of a license renewal:



10. Whether the business, activity, or occupation has been operated or conducted properly, or has instead been operated or conducted in a manner substantially adverse to the best interests of the Village, the Village's residents, and the customers or clients of the business, activity, or occupation.

11. Whether the business, activity, or occupation has been subject of criminal complaints.

Under no circumstances will a license or registration be issued to a business holding only a post office box or mailing box within the Village. Each licensed or registered business must have a principal place of business and a physical presence in the Village.

(Ord. 0-02-06, passed 2-25-02)

#### § 110.07 LICENSE APPROVAL AND ISSUANCE OR DENIAL.

A. *New licenses.* If, after due consideration of the information contained in the license application, the information obtained through the license eligibility determination, and any other information reasonably relied upon, the Village Manager determines (1) that the application has been properly completed, and (2) that the applicant has complied with all of the requirements of all federal, State of Illinois, and local laws and regulations, including without limitation the provisions of this Chapter, then the Village Manager shall approve the application. The Village Manager shall issue the license thereafter, but only after payment by the applicant of the applicable fee.

B. *License Renewals.* If, after due consideration of the information contained in the application for a license renewal, the information obtained through the license eligibility determination (including without limitation information related to the operations or conduct of the business, activity, or occupation), and any other information reasonably relied upon, the Village Manager determines (1) that the application has been properly completed, and (2) that the applicant has complied with all of the requirements of all Federal, State of Illinois, and local laws and regulations, including without limitation the provisions of this Chapter, and (3) that the business, activity, or occupation has been operated or conducted in a manner not substantially adverse to the best interests of the Village, Village residents, and the customers or clients of such business, activity, or occupation, then the Village Manager shall approve the application for a license renewal. The Village Manager shall issue the license renewal thereafter, but only after payment by the applicant of the applicable fee.

C. *Notice Of Denial.* If any application for a license or renewal of a license is denied, then the Village Manager shall notify the applicant in writing of the reasons for the denial.

(Ord. 0-02-06, passed 2-25-02)

#### § 110.08 APPEAL OF DENIAL.

A. Any person aggrieved by the action of the Village Manager in denying any license or any renewal of a license may appeal the decision to the Board of Trustees within 10 days after the Village Manager's denial. Such appeal shall be made by the applicant in writing submitted to the Village Manager.

B. The Board of Trustees, or a hearing officer appointed by the Board of Trustees, shall conduct a hearing on the appeal as follows:

1. The applicant shall be given five days' advance notice of the hearing date.

2. The hearing shall be public.

3. The applicant may present and submit evidence and witnesses to rebut the reasons cited by the Village Manager for denial of the license or the renewal of the license. The Village Manager may present and submit evidence on behalf of the Village.

C. Based on the hearing record, the Board of Trustees may grant the license or the renewal of the license or may affirm the Village Manager's decision to deny the license or the renewal of the license. The decision of the Board of Trustees or hearing officer shall be made at a public meeting within 15 days after the close of the hearing. The Board of Trustees shall cause the applicant to be notified within three days after such decision is made. If the Board of Trustees or hearing officer does not make its decision within 15 days, or if the applicant is not notified within three days after such decision, then the applicant's appeal shall be deemed denied.

D. The decision of the Board of Trustees or duly appointed hearing officer shall be final.  
(Ord. 0-02-06, passed 2-25-02)

#### **§ 110.09 FORM AND SIGNATURE.**

All license applications, renewal applications, and licenses shall be kept on file by the Village Manager. Each license issued shall bear the signature, or facsimile thereof, of the Village Clerk, in the absence of any provision to the contrary. (Ord. 0-02-06, passed 2-25-02)

#### **§ 110.10 LICENSE CONDITIONS.**

The Board of Trustees may impose, by ordinance, any appropriate conditions on any license issued pursuant to this Chapter 110. In addition, all licenses shall be subject to the provisions stated in this Chapter and subject to the following conditions:

A. *Quality of operations.* Every business, activity, or occupation for which a license is issued or renewed shall be operated or conducted in a manner not substantially adverse to the best interests of the Village, Village residents, and the customers or clients of the business, activity, or occupation.

B. *Malfeasance or misfeasance.* No owner, employee, or agent of any business, activity, or occupation for which a license is issued or renewed shall engage in any act of malfeasance or any act of misfeasance while engaged in the operation or conduct of the business, activity, or occupation.  
(Ord. 0-02-06, passed 2-25-02)

#### **§ 110.11 LICENSE TERM AND EXPIRATION.**

A. *Term; expiration.* All licenses shall be valid for a period not exceeding one year. Every license shall expire on the first April 30 after it is issued, unless otherwise provided by this Chapter and on the face of the license.

B. *Courtesy notice.* The Village Manager shall endeavor to notify each licensee of the impending expiration of that licensee's license, which notice shall be provided at least three weeks prior to the date of expiration of the license. Under no circumstances, however, shall the failure of the Village Manager to make any such notification, or of the licensee to receive any such notification:

1. Excuse the licensee from the obligation to seek renewal of its license.



2. Create any right in the licensee to the continuation or reissuance of any license.
  3. Be a defense in any action related to the operation of a business, activity, or occupation without a license.
- (Ord. 0-02-06, passed 2-25-02)

#### **§ 110.12 SUSPENSION OR REVOCATION OF LICENSE.**

A. *Revocation.* The Village Manager may revoke any license for cause, after notice and hearing as provided in this Chapter. Such revocation of a license may be in addition to any fine or penalty that may otherwise be imposed, and shall not preclude prosecution or imposition of other penalties for violation of other provisions of this Code or any other applicable Village code, ordinance, or regulation. If a license is revoked, then the Village Manager shall notify the licensee in writing of the reasons for the revocation. Any one of the following circumstances shall constitute cause for the revocation of a license:

1. The licensee's failure to comply continuously with all conditions precedent to license approval, or the licensee's violation of any provisions of this Code relating to the license, the subject matter of the license, or the licensed premises.
2. The licensee's refusal to permit any authorized inspector to take adequate samples or to make inspections, or interference with the inspector in the performance of his or her duties pursuant to Section 110.14 of this Chapter. No license shall be revoked for this cause unless written demand by the Village Manager is made on the licensee, or on the person in charge of the licensed premises, stating that the inspection or sample is desired, which demand shall be made at the time that the inspection or sample is sought.
3. A determination by the Village Manager, after investigation, that the licensee is operating or conducting a licensed business, activity, or occupation in a manner substantially adverse to the best interests of the Village, Village residents, or the customers or clients of the business, activity, or occupation.
4. A determination by the Village Manager, after investigation, that the licensee is operating or conducting a licensed business, activity, or occupation in such a manner as to constitute (a) a breach of peace, (b) a menace to the health, safety or welfare of the public, or (c) a disturbance of the peace or comfort of Village residents.
5. The licensed business, activity, or occupation is conducted in violation of any applicable regulation or provision of this Code or any other Village code, ordinance, or regulation.
6. The licensed business, activity, or occupation is conducted in violation of any applicable State of Illinois law or administrative regulation, or the licensee has failed to obtain or retain a necessary State of Illinois license, permit, retail sales tax number, or other required approval.
7. The licensed business, activity, or occupation is conducted in violation of any applicable Federal law.
8. The licensee is convicted of a felony or has unsuccessfully defended a criminal or civil proceeding wherein the licensee was charged with fraud, misrepresentation, unscrupulous business conduct, or any felony or misdemeanor involving moral turpitude.



**La Grange - Business Regulations**

9. The existence of any fact or condition that, if it had existed at the time of the original application for the license, would have warranted the denial of the license application.

10. The licensee fails to pay any fee, fine, or penalty owing to the Village.

**B. Suspension.** The Village Manager, after written notice to a licensee but prior to hearing, may suspend any license if the Village Manager determines that immediate action is necessary (1) because the licensee is operating or conducting the business, activity, or occupation in a manner substantially adverse to the best interests of the Village, Village residents, or the customers or clients of such business, activity, or occupation, or (2) because the continuation of the business, activity, or occupation for which the license was issued poses a present and imminent danger to the public health and safety. Notice to the licensee shall be by certified mail, return receipt requested, or by the conspicuous posting of the notice of suspension on the door of the business or in another prominent place within the business. Suspension shall take effect after receipt by the licensee of the Village Manager notice of suspension. It shall be a violation of this Section to move, remove, or otherwise tamper with any duly posted notice of suspension.  
(Ord. 0-02-06, passed 2-25-02)

**§ 110.13 APPEAL OF SUSPENSION OR REVOCATION.**

**A. Opportunity To Appeal.** Any person aggrieved by the action of the Village Manager in suspending or revoking any license may appeal the decision to the Board of Trustees within 10 days after the Village Manager's denial. Such appeal shall be made by the applicant in writing submitted to the Village Manager.

**B. Hearing.** The Board of Trustees, or a hearing officer appointed by the Board of Trustees, shall conduct a hearing on the appeal as follows:

1. The applicant shall be given five days' advance notice of the hearing date.
2. The hearing shall be public.

3. The applicant may present and submit evidence and witnesses to rebut the reasons cited by the Village Manager for suspension or revocation of the license. The Village Manager may present and submit evidence on behalf of the Village.

**C. Action Of Board.** Based on the hearing record, the Board of Trustees may reinstate the license or may affirm the Village Manager's decision to suspend or revoke the license. The decision of the Board of Trustees or hearing officer shall be made within 10 days after the close of the hearing. If the Board of Trustees or hearing officer does not act on the appeal within 10 days after the close of the hearing, then the applicant's appeal shall be deemed denied.

**D. Decision Is Final.** The decision of the Board of Trustees or duly appointed hearing officer shall be final.  
(Ord. 0-02-06, passed 2-25-02)

**§ 110.14 REGULATORY INSPECTIONS.**

**A. Village Inspections Authorized:** Subject only to constitutional limitations, every licensee shall permit authorized Village officials to enter the business, activity, or occupational premises, including those areas of the premises not open to the general public, for the purpose of conducting inspections to determine compliance with



regulations applicable under the Village building, fire, safety, sanitary, and other codes and ordinances and for the purpose of taking necessary samples of any commodity or material to determine whether the licensee has complied with all applicable regulatory requirements. The cost of inspections is part of the basis for the license fees established in Section 110.19 of this Chapter and, accordingly, no separate fee for such inspections shall be charged except as specifically provided otherwise in Section 110.19 of this Chapter.

*B. Village Manager Responsibility.* The Village Manager shall determine whether a licensee is complying with all applicable regulatory requirements during the period of the license. The Village Manager may authorize other Village personnel to make whatever inspections of the premises of a licensed business, activity, or occupation are reasonably necessary to secure compliance with any code or ordinance provision, or to detect violations thereof, or to protect the public health and safety.

*C. Licensee responsibility:* The licensee, or the person in charge of the licensed premises, shall admit the authorized Village Inspector into the licensed premises for the purpose of making inspection during all business hours and, in addition, at any other reasonable hour. Whenever an analysis of any commodity or material is reasonably necessary to secure conformance with any code or ordinance provision or to detect violations thereof, the licensee whose business is governed by such provisions shall give, to any authorized Village officer or employee requesting the same, sufficient samples of such material or commodity for such analysis.

(Ord. 0-02-06, passed 2-25-02)

#### § 110.15 POSTING OF LICENSE.

Every person conducting a licensed business, activity, or occupation shall keep the applicable license posted in a prominent place on the business premises, licensed vehicle or licensed machine or device at all times. No license that is not currently in full force and effect shall be posted or displayed. (Ord. 0-02-06, passed 2-25-02)

#### § 110.16 RECORDS.

The Village Manager shall cause to be kept a record of every license issued, the amount of the fee paid, the purpose for which such license was issued, the location where the licensed business, activity, or occupation is conducted, and the name of the licensee or person receiving the license. (Ord. 0-02-06, passed 2-25-02)

#### § 110.17 NO ATTACHMENT OR ASSIGNMENT OF LICENSE.

No license issued hereunder shall be subject to attachment, garnishment or execution, nor shall it be alienable, transferable, or assignable, voluntarily or involuntarily, or subject to being encumbered or hypothecated. As used herein, to "alienate" or to "transfer" a license shall include the giving, selling, or conveyance of a license or of 50 percent or more of the total number of shares of stock, or securities convertible into stock, of a corporation or entity that holds a license. (Ord. 0-02-06, passed 2-25-02)

#### § 110.18 PENALTIES.

*A. General penalty.* Any person convicted of violating any provision of this Chapter shall be fined not less than \$50.00 nor more than \$750.00 for each such offense. A separate offense shall be deemed committed on each day during, or on which, a violation occurs or continues.

## La Grange - Business Regulations

**B. Failure To Obtain License.** Any business, activity, or occupation that continues without a license having been secured therefor as provided in this Chapter shall be subject to a fine of not less than \$50.00 nor more than \$750.00 for each day that a license is not in effect after notice by the Village that a license must be secured.

**C. Other remedies.** The availability or imposition of any of the foregoing penalties or fines shall not limit or preclude any other remedy or remedies by way of injunction or other relief available to the Village, either at law or in equity.

(Ord. 0-02-06, passed 2-25-02)

### § 110.19 LICENSE FEES.

**A. Prepayment of fee required.** All license applications and license renewal applications shall be accompanied by the full amount of the fee payable for such license as provided in Section 110.20 of this Chapter. If a license cannot be issued at the time when the application is made, then the Village Manager shall issue a receipt to the applicant for the money paid in advance. All such receipts shall have plainly indicated thereon that the receipt of payment of the license fee is not to be construed as the issuance of a license. No such receipt, and no payment of any license fee in advance of the issuance of the license, shall entitle or authorize any person to any of the privileges conferred by the issuance of any license or to the opening or maintaining of any business, activity, or occupation contrary to any provision of this Code.

**B. Proration.** In the case of licenses issued on an annual basis, a license for the balance of the year will be issued on or after January 1 of any year for one-half of the annual fee as provided herein. When such a license is issued at any time before January 1 of any year, the entire annual fee shall be required.

**C. No refunds or rebates.** No license fee, or part thereof, shall be refunded or rebated by reason of the death or departure of the licensee, the non-use of the license, discontinuance of the business, activity, or occupation for which the license was granted, change of location or occupation of the licensee, or suspension or revocation of the license.

**D. Refund if denial.** Whenever a license or the renewal of a license is not approved, the license fee paid in advance, if any, shall be refunded to the applicant.

(Ord. 0-02-06, passed 2-25-02)

### § 110.20 FEE SCHEDULE.

The license and registration fees shall be as follows:

Annual business license fee for all businesses (with the exception of those otherwise listed and those pre-empted by state law)	\$50
Gasoline/service stations	75
Nursing homes	200
Category I - Food service establishment (pre-packaged)	100
Category II - Food service establishment (some preparation, same day service, fast food)	200
Category III - Food service establishment (significant food preparation and storage)	300
Retail food store, less than 5,000 square feet	100
Retail food store, more than 5,000 square feet	200



# General Business Licensing

13

Mobile food units	50	
Temporary food service facilities	25	
Commercial solid waste haulers	5,000	
Recycling facility	2,500	
Theaters	40/seat	
Tobacco License	50	
Vending machines	25	
Amusement devices (Juke Boxes, Games)	100	
General contractors	75 \$100 -	
Carpenter contractors	50	} \$75 ORDINANCE 0-08-10 4-21-08
Cement contractors	50	
Electrical contractors	50	
Excavating contractors	50	
Mason contractors	50	
Roofing contractors	50	
Plumbing contractors	50	
Sewer builders	50	
Heating, ventilating and air conditioning contractors	50	
Board-up contractors	50	

('69 Code, § 110-90) (Ord. 0-84-04, passed 2-13-84; Ord. 0-93-31, passed 4-12-93; Ord. 0-02-06, passed 2-25-02)





VILLAGE OF LA GRANGE

ORDINANCE NO. O-13-12

AN ORDINANCE AMENDING VARIOUS SECTIONS  
OF THE LA GRANGE ZONING CODE  
RELATED TO COMMERCIAL FOOD PREPARATION FACILITIES

WHEREAS, the owner of "From Scratch Marketplace," a bakery at 26 Calendar Avenue in the Village of La Grange, filed an application with the Village for amendments to the La Grange Zoning Code necessary to authorize a commercial food preparation facility in the C-1 Central Commercial District in which From Scratch Marketplace is located (the "Application"); and

WHEREAS, a commercial food preparation facility is commercial-grade kitchen that may be rented to persons such as caterers, bakers, small business owners who do not have similar facilities of their own, and others for preparation of food generally not consumed on the premises where the facility is located; and

WHEREAS, commercial food preparation facilities are not an authorized use in the C-1 District or the other commercial districts; and

WHEREAS, the Village Staff analyzed the appropriateness of authorizing commercial food preparation facilities in the Village's C-1, C-2, and C-3 Districts and in the Village's I-1 Light Industrial District, including the compatibility of the proposed use with the purposes of each of those districts and the impacts of the proposed use on the existing businesses and conditions within those districts; and

WHEREAS, the Village Staff concluded that commercial food preparation facilities are compatible with the purposes of the C-1, C-2, and C-3 districts and the I-1 District and

WHEREAS, the La Grange Plan Commission conducted a public hearing on April 4, 2013, to consider the Application and, after the conclusion of the public hearing, the Plan Commission recommended approval of amendments to the Zoning Code appropriate to authorize commercial food preparation facilities as a permitted use in the C-1, C-2, and C-3 Districts and the I-1 District; and

WHEREAS, the President and Board of Trustees have determined that the amendments in the form provided in this Ordinance satisfy the standards applicable to those amendments in Section 14-605 of the Zoning Code;

NOW, THEREFORE, BE IT ORDAINED by the President and Board of Trustees of the Village of La Grange, Cook County and State of Illinois, as follows:

Section 1. Recitals. The foregoing recitals are incorporated into this Ordinance as findings of the President and Board of Trustees.

Section 2. Addition of Definition of "Commercial Food Preparation Facility". The Board of Trustees, pursuant to the authority vested in it by State law and Article XIV, Part VI of the La Grange Zoning Code, hereby amends Subsection C of Section 16-102 of the Zoning Code, titled "Definitions," to add, in proper alphabetical order, the following new definition:

Commercial Food Preparation Facility. Any retail establishment that rents, or otherwise makes available, commercial-grade kitchen space within the establishment for use by persons or entities for food preparation for any purpose, including without limitation retail sale, catering, personal use, temporary extra production capacity, menu planning, training, taste testing, product development, food packaging, or food storage. A commercial food preparation facility in the I-1 Light Industrial District is not required to have a retail use on the premises.

Section 3. Amendment of Zoning Code Section 5-102. The Board of Trustees, pursuant to the authority vested in it by State law and Article XIV, Part VI of the La Grange Zoning Code, hereby amends Zoning Code Subsection 5-102E to add a new Paragraph 5-102E.35 "Commercial Food Preparation Facilities" as a permitted use in the C-1, C-2, and C-3 Commercial Districts, as follows:

5-102 PERMITTED USES

\* \* \*

E. Services.

\* \* \*

35. Commercial Food Preparation Facilities, not exceeding 2,500 square feet of gross floor area in the C-1, C-2, and C-3 (Limited) Districts and subject to the conditions and limitations in Subsection 5-109F of this Code.

Section 4. Amendment of Zoning Code Section 5-109. The Board of Trustees, pursuant to the authority vested in it by State law and Article XIV, Part VI of the La Grange Zoning Code, hereby amends Zoning Code Section 5-109 to add a new Subsection 5-109F, as follows:

\* 5-109 USE LIMITATIONS

\* \* \*

F. Commercial Food Preparation Facilities. A commercial food preparation facility must comply with the following conditions and limitations:

1. Single owner. The facility must be owned by a single person or entity and may not have multiple owners.



2. Owner license required. No facility may be established except after the owner of the facility has been licensed as required by the La Grange Code of Ordinances.
3. Multiple-use by rental only. If the facility will be used at any time by persons or entities other than the owner of the facility, then that use must be by a written rental agreement.
4. User license required. No person or entity may rent or use a facility except after that person or entity has been licensed as required by the La Grange Code of Ordinances.
5. Retail storefront required. A facility is permitted only if it is located behind an established, operating retail store or restaurant operating on the premises.
6. Food preparation not permitted in storefront area. The full width of the storefront of the premises in which a facility is located in the C-1, C-2, and C-3 (Limited) Districts must be devoted exclusively to retail sales or a restaurant. This storefront area must be at least 25% of the gross floor area of the premises
7. Retail sales on premises. A retail sales or restaurant business must be operating on the premises of a facility at all times during all typical business hours in the area of the premises. The retail sales may consist of products from the Facility or any other retail products.
8. No reduction of retail space. No existing or new facility may be established, altered, or expanded in any way that reduces the area of the established retail or restaurant space within the premises, regardless of any claim that the retail or restaurant space is oversized or is underutilized for any reason.
9. Spacing requirement between facilities. A facility may not be located, established, maintained, or operated on any zoning lot in the C-1 District if any portion of that zoning lot is located within 400 feet of any portion of any other zoning lot on which a facility is located, regardless of zoning classification.

\* \* \*

Section 5. Amendment of Zoning Code Section 7-102. The Board of Trustees, pursuant to the authority vested in it by State law and Article XIV, Part VI of the La Grange Zoning Code, hereby amends Zoning Code Subsection 7-102I to add a new Paragraph 7-102I.25 "Commercial Food Preparation Facilities" as a permitted use in the I-1 Light Industrial all four commercial districts, as follows:

## 7-102 PERMITTED USES

\* \* \*

I. Services.

\* \* \*

25. Commercial Food Preparation Facilities, subject to the conditions and limitations in Paragraphs 5-109F.1 through 4 of this Code.

Section 6. Amendment of Zoning Code Section 5-102. The Board of Trustees, pursuant to the authority vested in it by State law and Article XIV, Part VI of the La Grange Zoning Code, hereby amends the footnote designated "\*\*\*" at the end of Section 5-102 in its entirety to read as follows:

\*\* This use is not permitted on the first floor of any structure in that portion of the C-3 General Service Commercial District bounded by Ogden Avenue, Beacon Place, Hillgrove Avenue, and Madison Avenue, which portion is hereby designated the C-3 (Limited) District.

Section 7. Effective Date. This Ordinance will be in full force and effect from and after its passage, approval, and publication in pamphlet form in the manner provided by law.

PASSED this 13 day of May 2013.

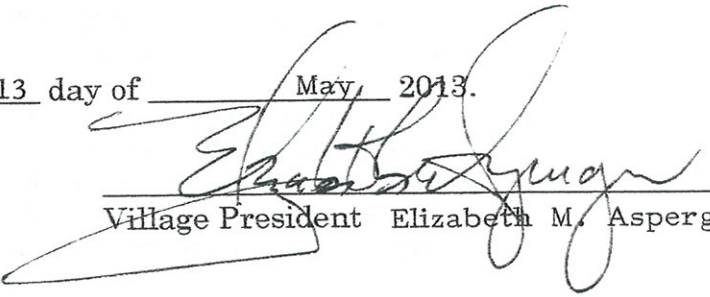
AYES: Trustees Nowak, Kuchler, Langan, Horvath, Palermo, and Holder

NAYS: None

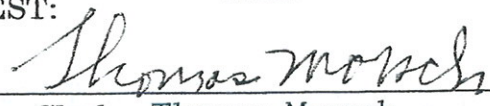
ABSENT: None

ABSTAIN: None

APPROVED this 13 day of May 2013.

  
Village President Elizabeth M. Asperger

ATTEST:

  
Village Clerk Thomas Morsch



VILLAGE OF LA GRANGE

ORDINANCE NO. O-13-13

AN ORDINANCE AMENDING THE CODE OF ORDINANCES  
FOR LICENSING AND REGULATING  
COMMERCIAL FOOD PREPARATION FACILITIES

WHEREAS, the President and Board of Trustees of the Village of La Grange have determined that it is appropriate and protective of the public's health, safety, and general welfare to license and regulate the use of commercial food preparation facilities in the manner provided in this Ordinance;

NOW, THEREFORE, BE IT ORDAINED by the President and Board of Trustees of the Village of La Grange, Cook County and State of Illinois, as follows:

Section 1. Recitals. The foregoing recitals are incorporated into this Ordinance as findings of the President and Board of Trustees.

Section 2. Amendment of Code of Ordinance Title XI. The Board of Trustees hereby amends Title XI of the La Grange Code of Ordinances, titled "Business Regulations," by adding thereto a new Chapter 121, as follows:

CHAPTER 121: COMMERCIAL FOOD PREPARATION FACILITIES

- 121.01 Definitions
- 121.02 License Required
- 121.03 Standards and Conditions

§ 121.01 DEFINITIONS

For the purposes of this Chapter the following definitions shall apply.

**Commercial Food Preparation Facility.** Any retail establishment that rents, or otherwise makes available, commercial-grade kitchen space within the establishment for use by persons or entities for food preparation for any purpose, including without limitation retail sale, catering, personal use, temporary extra production capacity, menu planning, training, taste testing, product development, food packaging, or food storage. A commercial food preparation facility in the I-1 Light Industrial District is not required to have a retail use on the premises.

**Owner License.** The license issued under this Chapter to the single person or entity having sole ownership of the commercial food preparation facility.

**User License.** The license issued under this Chapter to any person or entity or that uses a commercial food preparation facility other than the person or entity to which the Owner License was issued.

#### § 121.02 LICENSE REQUIRED

(A) No person or entity shall maintain or conduct a business with a commercial food preparation facility within the village without first obtaining an owner license therefor.

(B) No person other than the holder of an user license may rent the use of or otherwise use a commercial food preparation facility without first obtaining a user license therefor.

(C) The license application, review, issuance, renewal, suspension, revocation, and other standards and provisions are governed by Chapter 110 of this Code.

(D) Licenses issued under this Chapter have a term of one year.

#### § 121.03 STANDARDS AND CONDITIONS

(A) The owner license holder and every user license holder engaged in product sales on the premises or anywhere within the corporate limits of the Village must be registered with the State of Illinois at the address of the facility for retail sales tax purposes.

(B) The commercial food preparation facility must comply with all standards for commercial food preparation facilities in the La Grange Zoning Code.

(C) The commercial food preparation facility must comply with all applicable food sanitation and other public health standards in Chapter 95 of this Code and the rules and regulations promulgated by the Illinois Department of Public Health.

(D) The premises within which a commercial food preparation facility is located must comply with all Code of Ordinance standards related to fire safety, refuse containers, and other public health and safety standards.

(E) Neither an owner license nor a user license issued under this Chapter may be sold or transferred in any manner to any other person or entity.

(F) The number of user license holders using a commercial food preparation facility at any one time is limited to the number of individual work spaces existing within the facility.



Section 3. Effective Date. This Ordinance will be in full force and effect from and after its passage, approval, and publication in pamphlet form in the manner provided by law.

PASSED this 13 day of May 2013.

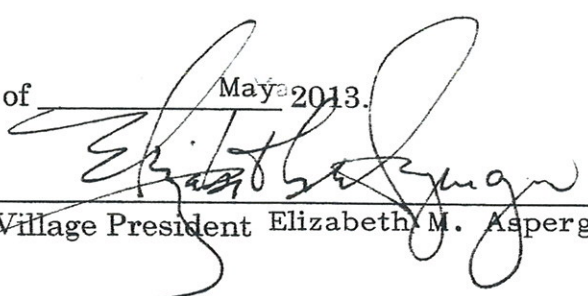
AYES: Trustees Nowak, Kuchler, Langan, Horvath, Palermo, and Holder

NAYS: None


ABSENT: None

ABSTAIN: None

APPROVED this 13 day of May 2013.

  
Village President Elizabeth M. Asperger

ATTEST:

  
Village Clerk Thomas Morsch

